

~~CONFIDENTIAL~~

OFFICE OF TRAINING

NOTICE  
NO. 26-54

14 October 1954

SUBJECT: Request for External Training at Agency Expense

1. Effective 1 October 1954, all requests for external training at Agency expense for employees of the Office of Training will be submitted to the OTR Career Service Board for approval before processing in accordance with CIA Regulation

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2. The request, after it has been signed by the School, Staff, or Division Chief concerned, will be forwarded to the OTR Career Management Officer, Administrative Staff, for inclusion on the agenda of the following Career Service Board meeting.

3. The OTR Career Service Board meets on the first and third Tuesday of each month. Therefore, requests should be in the possession of the Career Management Officer, extension 3678, no later than seven working days prior to the meeting date of the OTR Career Service Board. It should be emphasized that this lead time must be considered by those who submit and approve such external training requests.

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MATTHEW BAIRD  
Director of Training

Distribution: All OTR Personnel

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